

Nunez Community College

SUMMER 2009 Schedule



*3710 Paris Road
Chalmette, Louisiana 70043
504-278-7467
www.nunez.edu*

REGISTRATION PROCEDURES

First-time and Re-Entry Nunez Community College Students:

1. Submit a completed Application for Admission, required transcripts*, immunization form, and other required information to the Admissions Office. Most students without recent ACT scores must also schedule the Compass Test prior to registering for courses.
*Louisiana high school graduates who graduated in 2003 to the present do not need to request their high school transcript.

Pay a \$10 Application Fee in the Bursar's Office, and show the receipt to the Admissions Office upon submission of your application.

First-time, Re-Entry, and Continuing Nunez Community College Students:

2. If you do not know who your advisor is, the Admissions Office will either assign you an Academic Advisor based on your chosen major, or send you to the appropriate Division Office to have your advisor assigned.
3. Prepare a tentative semester class schedule based on the Program Description in the Catalog, if possible, prior to meeting with your advisor.
4. Meet with your advisor for help in the selection of courses and to get the advisor's signature on the Schedule Request Form. For this meeting, you must have copies of transcripts or final grade reports if previous college credit was earned and your official transcripts are not on file in Admissions. Continuing students' records should be accessed by their advisor on the computer in their division offices.
5. The courses on your signed Schedule Request Form will be entered into the computer by someone in the Student Affairs Office. You will receive a printed schedule of your courses.
6. Your next step is to get your tuition bill and make payment arrangements with the Bursar's Office.
 - a) Be sure that you receive a printed receipt for any payment you make to the cashier.
 - b) If you have already submitted a valid Student Aid Report (SAR) and have been approved for financial aid, you will need to bring your class schedule and tuition bill to the Financial Aid Office.
 - c) If you are not able to pay the full tuition at registration, you may apply for a 50% tuition deferment in the Bursar's Office.
 - d) If you are having your tuition and/or books paid by an outside source, you will also need to bring your bill and supporting evidence to the third party billing station.
 - e) If you receive any type of exemption or waiver, pick up a Fee Waiver form from Student Affairs or the Bursar, obtain the required signatures, and submit the form to the Bursar.
7. To purchase textbooks, students must bring their class schedule to the bookstore location. Financial Aid recipients with a book allowance must get their book authorization from Financial Aid and must present the authorization to the bookstore during regular registration.

Students enrolling in Online Classes:

8. Nunez has established the following guidelines for online classes: Students must
 - a) have access to a computer, any software required for the course, and access to the Internet;
 - b) pass an online orientation and attend an orientation at Nunez, and
 - c) be able to take their final exam on campus.

The following students are not eligible to enroll in online courses:

- a) First-time freshmen who place into developmental courses
- b) Students who need to take DEVR
- c) Students on academic probation

Exceptions to these rules may be granted only by the Division Deans.

Campus Directory

3710 Paris Road
Chalmette, LA 70043

*Note: Phone #s have changed effective March 2009

Information (504) 278-6200

Academic Divisions

Arts and Humanities Division 278-6289
Business & Tech Division 278-6305
Health Sciences Division 278-6380

Administrative Offices

Academic Affairs 278-6285
Admissions Office 278-6467
ADA/504 Issues 278-6421
Bookstore 279-5011
Bursar/Cashier 278-6403
Campus Police 278-6334
Chancellor's Office 278-6468
Career Services 278-6421
Counseling 278-6423
Financial Aid 278-6479
Human Resources 278-6418
Library 278-6230
Public Relations 278-6421
Registrar's Office 278-6426
Student Affairs 278-6425
Veterans Affairs 278-6424

Student Holidays

No Classes!!!

July 2nd - 6th

Summer Business Hours

Business hours will differ during registration periods and when classes are not in session.

Student Affairs

(Admissions, Registrar, Financial Aid & Counseling)

Monday – Wednesday 8am-6pm
Thursday - Friday 8am-4:30pm

Bursar's Office

Tuesday & Wednesday 8am-6pm
Monday, Thursday, Friday 8am-4:30pm

Appointments can be made for other times. Please call the appropriate office in advance to schedule an appointment.

EQUAL OPPORTUNITY STATEMENT

Nunez Community College adheres to the equal opportunity provisions of federal civil rights laws and regulations that are applicable to this agency. Therefore, no will be discriminated against on the basis of race, color, or national origin (Title VI of the Civil Rights Act of 1964); sex (Title IX of the Education Amendments of 1972); or disability (Section 504 of the Rehabilitation Act of 1973) in attaining educational goals and objectives and in the administration of personnel policies and procedures. Anyone with questions regarding this policy may contact the Vice Chancellor for Student Affairs in the Arts, Science & Technology Building at 3710 Paris Road or by calling (504) 278-7424.

ACCREDITATION

Nunez Community College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: Telephone Number 404-679-4501) to award Associate Degrees and Certificates.

Nunez Community College Tuition and Fees 2008-2009

Credit Hours	1	2	3	4	5	6	7	8	9	10	11	12+
Tuition	120	216	312	362	410	459	508	557	606	655	704	745
Technology Fee	5	10	15	20	25	30	35	40	45	50	55	60
Operational Fee	5	9	13	15	18	20	22	24	27	29	31	33
Academic Excellence Fee	7	14	21	28	35	42	49	56	63	70	77	84
Student Self-Assessed Fees (SGA)	7	7	7	7	7	7	7	7	7	7	7	7
Total for LA Residents	144	256	368	432	495	558	621	684	748	811	874	929
Additional Tuition for Non-LA Residents	0	0	0	0	0	0	785	880	975	1,070	1,165	1,260
Total for Non-LA Residents	144	256	368	432	495	558	1,406	1,564	1,723	1,881	2,039	2,189

APPLICATION FEE

All applicants, including audit status students, enrolled for day and night credit classes are assessed a non-refundable \$10 application fee.

AUDIT FEE AND TUITION

Students taking courses under audit status are assessed the regular tuition and fees for the audited courses.

DEFERMENT PLAN FEE

A non-refundable \$15 processing fee will be assessed to students who apply for the tuition deferment plan

DROP FEES

A \$5 fee for each dropped course is assessed when the transaction is for the convenience of the student.

LABORATORY FEES

There are some areas of instruction within the College that require extra fees such as laboratory courses. These fees range from \$10 to \$250.

LATE REGISTRATION FEE

A student who registers after the close of the official Registration period is charged a Late Registration Fee of \$10.

RETURNED CHECKS/DENIED CREDIT CARDS

There will be a \$25 charge for all checks/charges returned/denied for any reason by financial institutions.

TECHNOLOGY FEES

As per House Bill No. 2339 (Regular Session 1997) and with the approval of the SGA Governing Board, the College will assess each student a \$5 per credit hour Technology Fee up to a maximum of \$60 per semester.

TRANSCRIPT FEES

The first transcript is furnished without charge as a service to alumni. Additional transcripts will require a \$3 fee to be paid at the time of the request. All requests must be in writing.

TUITION

All tuition and fees must be paid at the time of registration, except when a student applies and qualifies for the deferment plan. A student is considered officially registered once fees are paid and all required admission requirements have been met. Nunez Community College's tuition and fees are among the most affordable in the state.

REFUND OF TUITION FEES

Refund of tuition fees for the summer semester and for special short-term credit courses vary according to the length of those courses. The refund schedule for special sessions will be published in the Class Schedule.

Refunds resulting from a reduction in credit hours or withdrawal from college will be processed provided the student completes the drop/withdrawal process prior to the posted deadline. Non-attendance does not constitute withdrawal. Students must apply to the Bursar's Office for the appropriate refund. Students who wish to appeal the refund they receive (or lack thereof) must complete a Tuition Appeal in the Student Affairs Office on the second floor of the AST Building. A letter stating the reasons the student feels he or she is entitled to a refund may be attached to the Tuition Appeal Form. Supporting documentation may also be attached. These appeals are submitted to the Tuition Appeals Committee which usually meets once a month. The student will be notified in writing of the decision of the Appeals Committee. A student may make a final appeal to the Chancellor of the College.

No refunds are made when a student is administratively dropped, suspended or dismissed for academic, disciplinary, or financial reasons.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	<i>Summer 2009 Course Master Listing as of 6-3-09 (sorted by course)</i>															
2	<i>course</i>	<i>sect</i>	<i>title</i>	<i>cap</i>	<i>enr</i>	<i>credit</i>	<i>instructor</i>	<i>m</i>	<i>tue</i>	<i>wed</i>	<i>thu</i>	<i>fri</i>	<i>sa</i>	<i>time</i>	<i>room</i>	
3	BIOL1010-100A		Introductory Anatomy and Physiology	35	11	3	Steven Waddell	M		W				8:00a-10:25a	J-11	
4	BIOL1020-104L		Introductory Anatomy and Physiology Laboratory	20	11	1	Steven Waddell	M		W				10:30a-12:55p	J-07	
5	BIOL1100-322A		General Biology I	40	23	3	Tina Tinney		Tu		Th			5:00p- 7:25p	J-11	
6	BIOL1110-332L		General Biology I Laboratory	20	20	1	Tina Tinney		Tu		Th			7:30p- 9:55p	J-07	
7	BIOL1500-112A		Human Nutrition	40	20	3	Elsa Winsor	M		W				2:00p- 4:25p	J-11	
8	BIOL1500-500O		Human Nutrition	50	31	3	Klaus Heyer								Online Course	
9	BIOL2000-122A		Microbiology	35	13	3	Tina Tinney		Tu		Th			10:30a-12:55p	J-11	
10	BIOL2010-120L		Microbiology Laboratory	20	15	1	Tina Tinney		Tu		Th			8:00a-10:25a	J-07	
11	BIOL2300-120A		Human Anatomy and Physiology I	30	25	3	Steven Waddell		Tu		Th			8:00a-10:25a	J-11	
12	BIOL2310-122L		Human Anatomy and Physiology I Laboratory	30	27	1	Steven Waddell		Tu		Th			10:30a-12:55p	J-07	
13	BIOL2400-302A		Human Anatomy and Physiology II	35	22	3	Elsa Winsor	M		W				5:00p- 7:25p	J-11	
14	BIOL2410-312L		Human Anatomy and Physiology II Laboratory	25	20	1	Steven Waddell	M		W				7:30p- 9:55p	J-07	
15	BUS230-600O		Business Communications	20	3	3	Raymond Gaines								WWW.LCTCSONLINE.EDU	
16	BUSN1330-500E		Personal Finance	25	0	3	Mark Rice								TBA	
17	BUSN1510-500E		Small Business Management	25	4	3	Mark Rice	M		W				5:00p- 7:25p	204	
18	CDYC1050-500E		Intro to the Care & Dev of Young Children	25	22	3	Tonia Loria								Heart of Learning Center	
19	CDYC1050-500O		Intro to the Care & Dev of Young Children	10	10	3	Tonia Loria								Online Course	
20	CDYC1050-501O		Intro to the Care & Dev of Young Children	20	9	3	Tonia Loria								Wee Wisdom Daycare	
21	CINS1100-122C		Survey of Microcomputer Applications	25	10	3	Glenn Appe		Tu		Th			10:30a-12:55p	304	
22	CINS1100-322C		Survey of Microcomputer Applications	25	11	3	Glenn Appe		Tu		Th			5:00p- 7:25p	304	
23	CINS1100-500O		Survey of Microcomputer Applications	28	18	3	James Christy								Online Course	
24	CTEC1850-500E		Network Security	1	1	3	Glenn Appe									
25	CULA2020-500E		Externship Program	3	1	2	Ruth Varisco								TBA	
26	DEVE0840-100A		Developmental English I	25	10	3	Gwendolyn Robinson	M		W				8:00a-10:25a	218	
27	DEVE0880-100A		Developmental English II	25	27	3	Jade O'Dell	M		W				8:00a-10:25a	214	
28	DEVM0900-122A		Basic Mathematics	25	28	3	Greg Bazin		Tu		Th			10:30a-12:55p	204	
29	DEVM0940-112A		Introductory Algebra	30	23	3	Greg Bazin	M		W				2:00p- 4:25p	204	
30	DEVM0940-128A		Introductory Algebra	30	30	3	Christine Thomas		Tu		Th			2:00p- 4:25p	315	
31	DEVRO780-104A		Developmental Reading II	30	26	3	Jade O'Dell	M		W				10:30a-12:55p	204	
32	ECON201-600O		Principles of Macroeconomics	20	3	3	Blake Jones								WWW.LCTCSONLINE.EDU	
33	ELEC1250-100A		Proper Use of Tools & Equipment	25	7	3	Chester Mock	M		W				8:00a-10:25a	B130	
34	ELEC1400-104A		House Wiring Methods	25	8	3	Chester Mock	M		W				10:30a-12:55p	B130	
35	ELEC1440-322A		Understanding the National Electrical Code	25	7	3	Chester Mock		Tu		Th			5:00p- 7:25p	B130	
36	EMTP1020-106B		Emergency Med Tech-Basic	20	11	6	Earl Wilson	M	Tu	W	Th			11:30a- 3:45p	J-12	
37	EMTP1030-500B		Basic Skills in Emergency Medical Service	40	11	1	Sandra Leblanc					S		9:00a- 3:00p	D-210	
38	EMTP1500-120A		Medical & Trauma Emergencies	20	9	4	Sandra Leblanc		Tu		Th			8:30a- 4:00p	D-210	
39	EMTP1510-120L		Medical & Trauma Emergencies Lab	20	9	1	Sandra Leblanc		Tu		Th			8:30a- 4:00p	D-210	

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
40	EMTP1520-120E	Medical & Trauma Emergencies Practicum	20	9	1	Sandra Leblanc		Tu	Th				8:30a- 4:00p	D-210		
41	EMTP2320-500E	Special Situations and Operations Practicum	20	0	1	Sandra Leblanc								TBA		
42	ENGL101-600O	English Composition I	20	1	3	Jennifer Dorhauer								WWW.LCTCSONLINE.EDU		
43	ENGL1010-104A	English Composition I	30	12	3	Gwendolyn Robinson	M	W					10:30a-12:55p	213		
44	ENGL1010-322A	English Composition I	30	20	3	Nevada McPherson	Tu	Th					5:00p- 7:25p	214		
45	ENGL1020-500O	English Composition II	30	19	3	Gwendolyn Robinson								Online Course		
46	HIST201-600O	American History I	20	2	3	Becky Nohse								WWW.LCTCSONLINE.EDU		
47	HSOM2040-500O	Computerized Patient Billing	25	16	3	Rose Frazier								Online Course		
48	INDT1000-500O	Introduction to Hazardous Materials	25	12	3	Mike Shephard								Online Course		
49	INDT1010-302A	Introduction to Process Technology	30	16	3	Keith Tolleson	M	W					5:00p- 7:25p	PAC106		
50	INDT1310-400A	Process Instrumentation I	25	21	3	Keith Tolleson					S		9:30a- 1:30p	PAC106		
51	INDT1320-322B	Process Instrumentation II	25	10	3	George Foret	Tu	Th					5:00p- 7:25p	PAC106		
52	INDT1610-312A	Process Technology I (Equipment)	30	13	3	Keith Tolleson	M	W					7:30p- 9:55p	PAC105		
53	INDT2420-322A	Process Technology II	30	15	3	Keith Tolleson	Tu	Th					5:00p- 7:25p	PAC105		
54	INDT2430-332B	Process Technology III (Operations)	30	9	3	George Foret	Tu	Th					7:30p- 9:55p	PAC105		
55	INDT2440-332A	Process Troubleshooting	25	20	3	Keith Tolleson	Tu	Th					7:30p- 9:55p	PAC108		
56	INDT2910-380E	Process Technology Internship	15	13	3	Keith Tolleson					F		4:00p- 9:00p	TBA		
57	MATH110-600O	College Algebra	20	1	3	Donna Densmore								WWW.LCTCSONLINE.EDU		
58	MATH1180-104A	Algebra for College Students	30	17	3	Greg Bazin	M	W					10:30a-12:55p	307		
59	MATH1180-322A	Algebra for College Students	30	30	3	Christine Thomas	Tu	Th					5:00p- 7:25p	315		
60	MATH1300-302A	College Algebra	35	30	3	Cheryl Thomas	M	W					5:00p- 7:25p	315		
61	NURS1000-120B	Nursing Assistant	22	9	7	Staff	M	Tu	W	Th			9:00a- 1:00p	J-08		
62	NURS1050-100A	Medical-Surgical Nursing II Theory	35	16	5	Cassandra Marvil	M	Tu	W	Th	F		8:00a- 4:30p	WELCM		
63	NURS1060-100L	Medical Surgical Nursing II Laboratory	35	16	2	Cassandra Marvil	M	Tu	W	Th	F		8:00a- 4:30p	WELCM		
64	NURS1070-100A	Medical Surgical Nursing III Theory	30	28	5	Juanita Gilbert	M	Tu	W	Th	F		8:00a- 4:30p	D209		
65	NURS1080-100L	Medical-Surgical Nursing III Laboratory	30	28	5	Juanita Gilbert	M	Tu	W	Th	F		8:00a- 4:30p	D209		
66	NURS1100-100A	Maternal Child Nursing Theory	65	46	5	Donna Hodges	M	Tu	W	Th	F		8:00a- 4:30p	WELCM		
67	NURS1110-100L	Maternal Child Nursing Laboratory	65	45	1	Donna Hodges	M	Tu	W	Th	F		8:00a- 4:30p	WELCM		
68	NURS1130-100A	Career Readiness	30	29	1	Stephanie Nienaber	M	Tu	W	Th	F		8:00a- 4:30p	D209		
69	OFCR1200-500E	Beginning Typing	2	0	3	Lynn Irby								TBA		
70	PARL2000-302A	Case Analysis and Writing	20	12	3	Jeffrey Perigoni	M	W					5:00p- 7:25p	LIBRARY		
71	PARL2350-500E	Special Topics in Paralegal	1	1	3	Jeffrey Perigoni								TBA		
72	PHSC1000-302A	Physical Science I	20	16	3	Andrew Rogers	M	W					5:00p- 7:25p	J-08		
73	PHSC1100-312L	Physical Science I Lab	20	17	1	Andrew Rogers	M	W					7:30p- 9:55p	J-08		
74	PSYC1100-122A	Introduction to Psychology	35	19	3	Nora Kametani	Tu	Th					10:30a-12:55p	214		
75	PSYC201-600O	General Psychology	20	3	3	Dr. Amanda Creel								WWW.LCTCSONLINE.EDU		
76	PSYC2100-104A	Human Growth and Development	35	9	3	Nora Kametani	M	W					10:30a-12:55p	214		
77	PSYC2200-500O	Child Psychology	35	8	3	Nora Kametani								Online Course		
78	SOCI1100-500O	Introduction to Sociology	35	18	3	Klaus Heyer								Online Course		
79	SPCH1100-128A	Fundamentals of Effective Speaking	35	19	3	William McPherson	Tu	Th					2:00p- 4:25p	207		

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
80	SPCH1310-112A	Interpersonal Communication	35	11	3	William McPherson	M	W					2:00p- 4:25p	207		
81	SPCH2150-302A	Public Speaking	35	25	3	William McPherson	M	W					5:00p- 7:25p	207		
82	SPCH2200-312A	Argumentation and Debate	15	11	3	William McPherson	M	W					7:30p- 9:55p	207		
83	SPTP1000-100B	Green Team	25	15	4	Ernest Frazier	M	W					8:30a- 3:45p	TBA		
84	SPTP1000-101B	Green Team	25	15	4	Ernest Frazier		Tu	Th				8:30a- 3:45p	TBA		